

# Estate Planning Paralegal

## for busy Bedford, MA Law Office



Celebrating 100 Years 1925-2025

Brown & Brown, PC is a highly regarded estate planning and real estate law firm serving clients in eastern Massachusetts and southern New Hampshire for generations. The firm consists of four active attorneys, two of whom specialize in estate planning and trust/estate administration. We are seeking a team player paralegal to work with our estate planning attorneys to draft estate planning documents and probate filings. The successful candidate will have experience managing a high volume of phone calls and emails from clients, drafting client correspondence, and assisting with document execution meetings. This is a perfect opportunity for a friendly, outgoing person to work in a collegial setting. Significant experience with estate planning and probate is required as the successful candidate will need to speak with clients

who have questions related to these areas from day one.

This is a full-time, in-office position at our Bedford office with some flexibility to accommodate remote work on a limited basis. Qualified applicants should be highly organized, able to multi-task, and should be prepared to interact with a wide variety of clients and callers. We offer generous retirement benefits, health insurance and a supportive, family-friendly work environment.

**Salary:** \$60,000 - 75,000 per year commensurate with experience

**Benefits:** Work-life balance, Simple IRA with company matching, Health insurance, Life insurance, Paid time off, On-site parking

Please submit your resume and salary request to [pbrown@brown-brown-pc.com](mailto:pbrown@brown-brown-pc.com).